

**DISTRICT OF COLUMBIA RETIREMENT BOARD**

**POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO.:** RB-2003-02                      **POSITION:** Executive Assistant  
**OPENING DATE:** 5-27-03                              **CLOSING DATE:** Open Until Filled  
**TOUR OF DUTY:** 8:30 a.m. – 5:00 p.m.                      **SALARY RANGE:** \$45,600 - \$57,900  
**WORKSITE:** 1400 L Street, NW                      **AREA OF CONSIDERATION:** Unlimited  
Suite 300  
Washington, DC 20005

**PROMOTION POTENTIAL:** Yes                      **NO. OF VACANCIES:** 1

**DURATION OF APPOINTMENT:** ☒ Permanent, ☐ Term {13 months to 4 years},  
Not to Exceed \_\_\_\_\_ ☐ Temporary {up to 1 year}, Not to Exceed \_\_\_\_\_ months

☐ This position **IS** in the collective bargaining unit represented by and you may be required to pay an agency service fee through an automatic payroll deduction.

☒ This position **IS NOT** in a collective bargaining unit.

**EXCEPTED SERVICE:** Employee serves at the will of the appointing authority and this appointment is subject to termination at the pleasure of the Executive Director.

**RESIDENCY REQUIREMENT:** Selectee is required to be or become a District resident within 180 days of appointment and to maintain such residency for the duration of the appointment. Failure to maintain District residency will result in forfeiture of position.

**BRIEF DESCRIPTION OF DUTIES:** Incumbent serves as Executive Assistant to the Executive Director. Major duties include, but are not limited to: provides secretarial word processing and administrative support to the Executive Director; types a variety of correspondence, memoranda, legal documents, reports of conferences and meetings; maintains the calendar for the Executive Director and schedules appointments as directed; maintains and organizes filing system for Executive Director; and assists the Executive Director with sensitive or confidential matters related to Board policy and practices.

**QUALIFICATION REQUIREMENTS:**

The successful candidate will possess a High School Diploma and at least three years of relevant, progressively responsible experience.

**SELECTIVE PLACEMENT FACTOR(S):** None

**SUBMISSION OF RANKING FACTORS**

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response

to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

### **RANKING FACTORS**

1. Ability to type a variety of correspondence, memoranda, legal documents, reports of conferences and meetings. Responsible for proper formatting, and grammatical structure.
2. Ability to review, classify and prioritize all incoming correspondence, monitoring time sensitive requirements.
3. Experience compiling background data as appropriate in response to specific inquiries.
4. Demonstrated ability to respond to matters, giving information and answering questions that do not require policy determination.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATION ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.**

*Applications submitted for consideration will not be returned to the applicant, except that applications received outside the area of consideration or after the closing date will be returned without action.*

**HOW TO APPLY:** All applicants, including departmental employees and other DC Government employees, must submit the District of Columbia Government Employment Application, DC 2000.

**WHERE TO APPLY:** DC Retirement Board  
1400 L Street, NW, Suite 300  
Washington, DC 20005  
Attention: Betty Ann Kane, Executive Director

**AN EQUAL OPPORTUNITY EMPLOYER – ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, PHYSICAL HANDICAP, OR POLITICAL AFFILIATION.**

**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the DC government on or after January 1, 1980, who is receiving an annuity under (a) any federal or District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment; or (b) any retirement system of the uniformed services of the United States shall have his or her pay reduced by that amount of the individual's salary which when added to his or her annuity exceeds the basic pay then in effect for step one of a Grade 15 of the District Service Schedule 1.